

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

2015 AUG 18 PM 4:27

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: madeleine pike
2. a. Name of accompanying relative: _____ or None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates of departure and return: Departure: August 10, 2015 Return: August 10, 2015
b. Dates at personal expense (if any): _____ or None ☒
4. Departure city: Washington, DC Destination: Harpers Ferry, WV Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): National Parks Conservation Association
6. Describe meetings and events attended: educational tour of Harpers Ferry w/ ranger - and other House/senate staffers.
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
 - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
 - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
 - c. ☒ page 2 of the completed Traveler Form submitted by the employee; and
 - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box): ☒
b. If not, explain: _____

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: Madeline Pike DATE: 8/18/15

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Albio Sires DATE: 8/18/15

SIGNATURE OF SUPERVISING MEMBER: Albio Sires

U.S. House of Representatives
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): National Parks Conservation Association
2. Travel Destination(s): Harpers Ferry National Historical Park, Harpers Ferry, WV
3. Date of Departure: August 10, 2015 Date of Return: August 10, 2015
4. Name(s) of Traveler(s): See attached
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. **Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:**

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$70	\$0	\$11.50	\$5 (park entrance fee)
Accompanying Relative				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: Theresa Pierno Title: Chief Operating Officer

Organization: National Parks Conservation Association

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 777 6th Street NW, Suite 700

Washington, DC 20001

Telephone number: 202-223-6722

Email Address: tpierno@npca.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 30 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Madeleine Pike

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: Madeleine Pike

Name of signatory (if other than traveler): _____

For staff, name of employing Member or committee: Rep. Albio Sires

Office address: Rayburn HOB 2342

Telephone number: 202-225-7919

Email address of contact person: madeleine.pike@mail.house.gov

- ☐ Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form please contact the Committee:

Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)
Travel email: travel.requests@mail.house.gov

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: madeleine pike
2. Sponsor(s) (who will be paying for the trip): National Park Service
3. Travel destination(s): Harper's Ferry, WV
4. a. Date of departure 8/10/15 Date of return: 8/10/15
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No
b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.

8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.

senior legislative Assistant As the primary staff person who handles natural resource & park policy, the trip is designed to further knowledge of how the Natl. Park Service helps Americans connect w/ the Nation's history.

9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

10. **FOR STAFF TRAVELERS:**
TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 7/10/15

Artis
Signature of Employing Member

U.S. House of Representatives
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip):
National Parks Conservation Association
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☒ or
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or.
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
See attachment
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: August 10, 2015 Date of return: August 10, 2015
7.
 - a. City of departure: Washington, DC
 - b. Destination(s): Harpers Ferry, West Virginia
 - c. City of return: Washington, DC
8. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☐ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☒
9. Check one of the following:
 - a. I checked 8(a) or (b) above: ☐
 - b. I checked 8(c) above but am not offering any lodging: ☒
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒

11. Check one:

- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or
b. N/A - trip sponsor is a U.S. institution of higher education. ☐

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

The National Parks Conservation Association's (NPCA) mission is to protect and enhance America's national parks for present and future generations. NPCA would like to provide member staff an opportunity to learn about and enjoy a national park near Washington, DC to better inform their bosses work on relevant committees. NPCA will work with Harpers Ferry National Historical Park to provide an educational trip during the August congressional recess. NPCA will do the following: ~~organize and plan the trip, ask the National Park Service to conduct a tour, provide an approved lunch, and provide approved transportation.~~

13. Answer parts a and b. Answer part c if necessary.

- a. Mode of travel: Air ☐ Rail ☐ Bus ☒ Car ☐ Other ☐ (Specify: _____)
b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: _____)
c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒

15. I represent that either (check one of the following):

- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or
b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒

If "b" is checked:

1) Detail the cost per day of meals (approximate cost may be provided): _____
Approximately \$10-\$15 per person

2) Provide reason for selecting the location of the event or trip: _____

The preserved cultural and natural resources of Harpers Ferry offer an educational journey back in time from 18th century pioneering to 20th century civil rights. The National Park Service is helping Americans connect with their nation's military, manufacturing, and civil rights history and how mountains, rivers, and human endeavors created over 200 years of American stories.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	\$20-\$25		\$10-\$15
For each accompanying relative			

	<i>Other</i> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$5	Park entrance fee
For each accompanying relative		

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

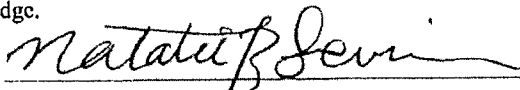
19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ or
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:



Name:

Natalie Levine

Title:

Issue Analyst

Organization:

National Parks Conservation Association

Address:

777 6th Street NW, Suite 700, Washington, DC 20001

Telephone number:

202-454-3326

Email address:

nlevine@npca.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

Charles W. Dent, Pennsylvania
Chairman
Linda T. Sánchez, California
Ranking Member

Patrick Meehan, Pennsylvania
Trey Gowdy, South Carolina
Susan W. Brooks, Indiana
Kenny Marchant, Texas

Michael E. Capuano, Massachusetts
Yvette D. Clarke, New York
Ted Deutch, Florida
John B. Larson, Connecticut



ONE HUNDRED FOURTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

August 6, 2015

Thomas A. Rust
Staff Director and Chief Counsel

Joanne White
Administrative Staff Director

Clifford C. Stoddard, Jr.
Counsel to the Chairman

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

Ms. Madeleine Pike
Office of the Honorable Albio Sires
2342 Rayburn House Office Building
Washington, DC 20774

Dear Ms. Pike:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Harpers Ferry, West Virginia, scheduled for August 10, 2015, sponsored by the National Parks Conservation Association. We remind you that, because the trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$375 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Charles W. Dent
Chairman

Linda T. Sánchez
Ranking Member

CWD/LTS:kd

Harpers Ferry National Historical Park (NHP)
Interpretive Tour provided by the National Park Service
Monday, August 10, 2015

- 8.45 am Attendees gather at Union Station, DC.
- 9.00 am Bus departs Union Station, DC for Harpers Ferry NHP.
- Aboard Bus NPCA presentation:
- Welcome and background on NPCA
 - Introduction of other organizations participating in today's tour
 - Significance of Harpers Ferry National Historical Park
 - America's westward expansion
 - Manufacturing history
 - Civil War history
 - Civil Rights history
 - Unmatched beauty
 - Strong partnerships and collaboration with park neighbors
 - Relevance to staff members/their bosses due to committee assignments
 - Natural resources, historic preservation, and transportation policies that effect Harpers Ferry NHP
 - How NPS operations and maintenance funding, transportation funding, Centennial Challenge, and other funding impact Harpers Ferry NHP
 - Questions & Discussion
- ~10.30 am Arrive at NPS Cavalier Heights Visitors Center
4296 US Highway 340 S
Harpers Ferry, WV 25425-5163
- Meet NPS staff and other tour participants. Restrooms available.
 - Dennis Frye, Chief Historian of Harpers Ferry National Historical Park, will lead interpretative tour.
 - Travel on bus to Bolivar Heights.
 - Presentation on Civil War battles at Harpers Ferry, restoring battlefield view shed, work of Rep. Capito and President Bush to expand boundary in 2004, and other park funding topics including the Land and Water Conservation Fund.
 - NPCA staff will lead related discussions
- 12.00 pm Lunch in Lower Town with presentations by:
- Annette Gavin, CEO, Jefferson County Convention and Visitors Bureau, will discuss heritage tourism and the economic benefits of the park to the surrounding area. (invited)
 - John Reisenweber, Executive Director, Jefferson County Development Authority, to discuss his work to promote Harpers Ferry NHP and his efforts while on staff for Rep. Capito.

- 1.00 pm Continue tour of Lower Town with Dennis Frye
- Historic armory grounds, John Brown's Fort.
 - Presentation on historical significance of the park as well as importance of alternative transit and maintenance funding in national parks, including Harpers Ferry NHP.
 - Opportunity for participants to explore Lower Town on their own, visit the Bookstore, exhibits, confluence of rivers, etc.
- 2.30 pm Board bus at NPS shuttle stop in Lower Town
- Travel to Murphy Farm (location of rehabilitated foundation of John Brown's Fort) and continue tour with Dennis Frye.
 - John Tolbert, West Virginia NAACP and George Rutherford, Jefferson County Black History Association will join the group here.
 - Walk to John Brown's Fort's foundation, presentation on Harpers Ferry significance for Niagara Movement and early civil rights movement.
- 3.30 pm Return to Cavalier Heights Visitor Center. Restrooms available. Depart Harpers Ferry NHP for Union Station, DC.
- Aboard Bus Opportunity for additional discussion.
- ~5.00 pm Arrive at Union Station, DC.



PHOTO © MARK VANDYKE | DREAMSTIME.COM

PLEASE SAVE THE DATE! MONDAY, AUGUST 10, 2015

Join us for a ranger-led educational walking tour of
Harpers Ferry National Historical Park, West Virginia

Bus departs Union Station at 9 a.m.

Interpretive History Tour from 10:30 a.m. – 3:30 p.m.

Lunch in Lower Town at 12 noon

Bus departs Harpers Ferry for Union Station at 3:30 p.m.

Travel time each way ~ 90 minutes.

Tour is rain or shine. Dress for outdoor walking including comfortable shoes.

From Civil War to Civil Rights, learn how the National Park Service helps Americans connect with our nation's history. The preserved cultural and natural resources of Harpers Ferry offer lessons for all ages, from early European settlement to 20th century civil rights.

Please RSVP to Natalie Levine by July 10, 2015: nlevine@npca.org.

Space is limited.

Please see attached documents for your submission to the Ethics Committee.

NATIONAL
PARKS
SECOND
CENTURY
ACTION
COALITION